

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**AIR FORCE INSTRUCTION 11-202, VOLUME 2**



**341ST MISSILE WING  
Supplement**

**4 JUNE 2013**

**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

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This supplement implements and extends the guidance of AFI11-202V2\_AFGSCSUP, *Aircrew Standardization/Evaluation Program*, 18 January 2010. The 341st Missile Wing (341MW) supplemental material below describes unit procedures for use in conjunction with the basic AFI and the AFGSC Supplement. This supplement establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program for all 341 OG flying activities. This supplement applies to the 40 HS Commander, attached aircrew, unit flight examiners, and unit aircrew. This supplement does not apply to the Air National Guard or the Air Force Reserve who are not permanent party to Malmstrom AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office. Requests for waivers must be submitted to the OPR listed above for consideration and approval. This supplement may not be supplemented. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

**1.3 Waiver Authority.** Waiver authority for 341 MW supplemented materials is 40 HS/CC. 40 HS/CC will document all waivers in writing and provide informational copies to 341

OG/OGVH. 341 OG/OGVH will include this information in the Standardization/Evaluation Boards (SEB) review.

3.2.1.4. The 40 HS/CCV office area is the primary testing area. Signs will be posted on the testing room doors to advise others when testing is in progress. Individuals may use their own publications, electronic publications, or the FCIF library for open book examinations. 341 OG/OGVH or 40 HS /CCV personnel will administer all requisite examinations.

3.2.2.3. Flight Evaluation Folders (FEFs) will be stored in a locked filing cabinet in the 40 HS/CCV office. 40 HS/CCV will maintain aircrew FEFs IAW the procedures in AFI 11-202V2 paragraph 7.8.

3.2.2.4. Aircrew examination procedures are documented in AFI 11-202V2 chapter 6, section 3.2.1.3 and section 6.5 of this supplement.

3.2.2.5. Using Patriot Excalibur (PEX), 341 OG/OGVH will run a Completed Eval Report each semiannual period. These reports will be saved as PDF documents. 341 OG/OGVH will also run trend reports for each Check Ride Question Data Bank for each semiannual period. These Test Trends Reports will be saved as Excel files. The Eval Reports and Test Trends Reports will be saved in the appropriate folder located on the unit-shared drive. A trend will be defined IAW AFI11-202V2\_AFGSCSUP\_I section 3.2.2.5. 40 HS/CCV will also maintain an "Instructor Meeting Trend/Area of Discussion Log" at the operations desk so unit instructors may identify items to be discussed at the next instructor meeting as they make observations throughout the month. 341 OG/OGVH will provide trend analysis information to 40 HS/CCV for inclusion in unit instructor meetings.

3.2.2.5.5.1. 341 OG/OGVH will use the Completed Eval Report for each semi-annual period to determine and record any trends based on sub-areas downgraded on the AF Form 4068 and AF Form 8. A trend will be defined IAW AFI11-202V2\_AFGSCSUP\_I section 3.2.2.5.

3.2.2.6.1. 341 OG/OGVH should conduct at least one supplemental evaluation per quarter IAW procedures outlined in AFI11-202V2 paragraph 9.4.

3.2.2.8. 341 OG/OGVH is responsible for maintaining the FCIF publications library, 40HS/CCV is responsible for maintaining helicopter publication kits and flight planning/briefing room briefing guides and T.O.s.

3.2.2.9. 40 HS/CCV (SELO) will be trained IAW T.O. 00-5-1 and act as the unit publications officer and will be responsible for issuing aircraft technical orders (T.O.s)/ flight crew publications and any changes to them. If the SELO position is unfilled then this responsibility transfers to the Chief of Stan/Eval or as directed by the 40 HS/CC.

3.2.2.10. AF Form 847s forwarded to 20 AF/A3HV will be maintained electronically on unit accessible shared network drive. 341 OG/OGVH will track the status of submitted 847s.

3.2.2.15.2. The 40 HS Flight examiner upgrade examination will consist of a 30 questions exam created from a locally maintained question databank.

3.2.2.15.4. In addition to the provisions of this paragraph, initial flight examiners with no previous examiner experience will receive a flight examiner objectivity evaluation from OGVH or SQ CC/DO (as applicable) while they administer their first evaluation. Previously certified flight examiners will be observed by a current and qualified examiner while they administer their first evaluation, at a minimum the observer will monitor briefing, debriefing, and critique.

3.2.2.16. 40 HS/CCV and 341 OG/OGVH will conduct one no-notice evaluation per crew position per quarter, at a minimum. Results will be briefed with monthly metrics to 40 HS/CC and 341 OG/CC, as well as in the semi-annual SEB.

3.3.2.3. OGV FEF maintenance and review program documented in paragraph 7.8.5.2 of this supplement.

3.3.2.5. 40 HS/CCV will review all 847s submitted by unit personnel, ensure an electronic copy is stored IAW paragraph 3.2.2.9.3 and then forwarded to 341 OG/OGVH for processing. 40 HS/CC will also review all 847's prior to submittal to NAF and OGV will document "40 HS/CC reviewed and acknowledges" in the remarks section of form 847.

4.2.3. The 40 HS/CC recommends OGV evaluator certification to the 341 OG/CC through the Operations Group Chief of Stan/Eval or designated representative. Train, appoint, and certify evaluators IAW AFI 11-202V2 paragraph 4.2.5. If the person is already an evaluator, complete a new certification document, with the dates transcribed from the old, using the OG/CC as the approval authority.

4.2.3.2. File the appointment letter behind the last AF 4348/1381 on the left side of the FEF.

4.3.6. 40 HS/CC or 40 HS/DO will be considered unit supervision and must be debriefed face to face, or by telephone within 12 hours of any breach of flight safety.

5.2. **Categories.** 40 HS/CCV will prepare an AF Form 4068 for all individuals when they enter into phase for an annual flight evaluation. These 4068s will be maintained in the AF Form 4068 binder located in the CCV office. Individuals will be notified via email when they enter their eligibility window, what requisites are required, and a NLT date for completion of these items (see AFI11-202V2 paragraph 5.2.1.2).

5.2.6.3. **No-Notice (N/N).** The 341 OG/CC, 40 HS/CC, or 40 HS/DO may direct a N/N evaluation at any time. 40 HS/CCV and 341 OG/OGVH will conduct one no-notice evaluation per crew position per quarter, at a minimum. Inform the 40 HS/CC of evaluator intention to conduct a no-notice evaluation prior to notifying examinee.

5.2.6.3.2. "Normal preparation" for a no-notice evaluation is defined as at or shortly thereafter the established aircrew showtime.

5.3.2.2.2. **Additional Training.** Additional training recommended by the flight examiner will be accomplished IAW the procedures outlined in these sub-paragraphs. Members needing additional training will be marked "restricted" in PEX and their supervisor, 40 HS/CC and DO will all be emailed of such restrictions as described in paragraph 5.3.3.2 of AFI11-202V2. To the max extent possible, all additional training should be cleaned up prior to the member performing any other duties or mission sorties. Instructors conducting the additional training will inform CCV when complete and sign the AF FM 8 in the applicable sections.

5.5.3. **Requisite Completion.** Normally, aircrew members will be required to complete their ground requisites within the first two months of their eligibility period. If a crewmember fails to complete the requisites within the first three months of eligibility, they will be scheduled by CCV to complete the exams NLT the fourth month of eligibility.

5.8. **Timing of Aircrew Qualification Evaluations.** Under normal circumstances attempt to schedule all periodic evaluations (QUAL, INSTM, and MSN) during the fourth or fifth month of eligibility.

**6.3.1. Program Documentation.** Maintain all requisite exams, including Qual Closed, Qual Open, Instrument, Mission, FCF, and Marshaling Exam using 20 AF Question Data Banks (QDBs) on PEX. 341 OG/OGVH or 40 HS/CCV personnel will administer all requisite examinations.

**6.3.3. Retention of Examination Records.** The results of an examination will be recorded on the individuals AF Form 4068 (see supplement paragraph 5.2.). Completed AF Form 4068s will be temporarily filed in the examinees FEF until the AF Form 8 is completed and filed permanently. Additionally, examination results are maintained in PEX, PEX access is restricted to authorized personnel only. The cabinet containing FEFs will be kept locked unless access is required for records maintenance.

**6.4. Exam Sources.** OGV/CCV is responsible for reviewing and rebuilding the PEX exam versions annually, or anytime a new QDB is released.

6.4.1.2. All exams will be randomly generated and administered through PEX. Open book exams will be taken IAW paragraph 3.2.1.3 of this document.

**6.7. Exam Security.** Only 341 OG/OGVH and CCV will have access to the PEX QDBs. 341 OG/OGVH and 40 HS/CCV will be the only offices that can proctor exams.

**6.8.1. Boldface/CAPs.** Examinee will complete Boldface following the evaluator pre-brief. Examiners will grade the boldface sheet as soon as the examinee completes it. Failures will be handled IAW AFI11-202V2 paragraph 6.9.3

**6.9.1. Reexamination Policy.** Allow aircrew members a minimum of two duty days to study prior to reexamination.

**6.9.3. Boldface/CAPs Reexamination Restriction.** 40 HS/CC or 40HS/DO will counsel aircrew members that fail the written Boldface requisite examination. The member will receive one duty day to study prior to reexamination.

**6.10. Unit Periodic Examinations (Optional).** 40 HS maintains a formal unit periodic testing program. 341 OG/OGVH and 40 HS/CCV personnel develop tests using question banks developed by OGVH and CCV personnel and from questions written by unit aircrew members. Local tests are developed and administered at a frequency determined by the 40 HS/CC. Tests may be either open or closed book and they are normally administered in PEX using the standard PEX database. Tests with secure information will be administered on paper and controlled by 40 HS Tactics. Individual test scores/averages and overall unit averages are maintained in an electronic test tracker. OGVH and CCV personnel will review the testing data for trends in knowledge deficiencies and share this data with DOT for discussion at unit instructor meetings. Minimum passing score for each test varies and is determined for each test, members will retest until they achieve the minimum passing score. Identify individuals failing to maintain an 85% average on all testing will report to the 40 HS/CC or 40 HS/DO for counseling. These individuals may be held back from anticipated flying upgrades until test grades improve. The unit goal for all tests combined is a 90% average. In addition to the above testing, unit personnel are also required to complete BOLDFACE and OPS LIMITS sheets on the first and fifteenth flying day of each month and sign the associated FCIF in PEX.

7.3.7.6. **Additional Reviews (Optional).** Prior to the Reviewing Officer signing the Form 8, 341 OG/OGVH will initial in the comments block of the AF Form 8 upon completion of their review. Document this review as follows on the Form 8:

**Additional Review:**

341 OG/OGVH: \_\_\_\_\_ (Initials).

7.3.8.1. All evaluators should promptly complete the AF Form 8. If unable to do so, the evaluator must include any unique events/information they would like included in the examiner comments on the AF Form 4068. CCV personnel will complete the Form 8 as quickly as possible and submit to the evaluator for their review prior to further processing.

7.6.7. **Unit Supplement.** When there is a change in certification made on the AF Form 4348, an AF Form 4324 is generated documenting the change and signed by 40 HS/CC, 40 HS/DOT, and 40 HS/CCV. The AF Form 4324s are then submitted to HARM personnel for input into ARMS. Additionally the squadron Letter of Xs further verifies aircrew certifications. Certifications maintained by 40 HS are as follows: AIE, Aircraft Commander, Evaluator, Functional Check Flight (AC), and Functional Check Flight (P/FE). The certifying official for all AF Form 4348s is the 40 HS/CC.

7.8.5.2. **Posting Review.** Conduct annual FEF reviews during the aircrew member's birth month. FEF reviews will include checking the accuracy of all AF Forms 8, Memorandums for Record, AF Forms 942, AF Forms 4348, and examiner appointment letters (if applicable) since the last review was conducted. Do not correct FEF entries made under old or outdated guidance for format; however, review entries for proper expiration dates of qualification to ensure aircrew members are flying within the qualification levels, certifications, and restrictions annotated in their FEFs. Document discrepancies found on an MFR, annotate "Annual Review" on the AF Form 942 and file all documents in the individual's FEF.

7.8.6.2. **Minor Discrepancies.** When a minor discrepancy is discovered to an AF Form 8, AF Form 942, AF Form 1381, or MFR, document the discrepancy on an MFR, include the associated AFI11-202 V2 reference, and file in the FEF. If the discrepancy involves an AF Form 942, AF Form 1381, or an MFR that can be re-signed, correct the error.

9.3. **Go/No-Go Procedures.** 40 HS/CCV administers the go/no-go program in conjunction with individual aircrew members, 40 HS/DO, 40 HS/DOT and 40 HS/ARMS. All reports are contained within the go/no-go book located at the operations duty desk. 40 HS/ARMS update grounding and training restrictions reports daily. Individuals are required to review their individual training/currency reports weekly to ensure completion of training/currency items prior to their expiration. 40 HS/ARMS update individual aircrew reports weekly. When off station, aircraft commanders are responsible for contacting the 40 HS Operations Desk to update FCIF part B/C information and Ops notes prior to departure, the most current FCIF number will be documented on the crew's flight authorization. When aircrew not assigned/attached to 40 HS are flying with unit aircrews, 40 HS/ARMS will contact the appropriate flying unit and obtain the necessary documentation to verify go/no-go items. Place these documents in the go/no-go book with unit documentation. In addition, the flight authorizing official will review the unit letter of X's prior to signing the flight authorization to ensure the crew is qualified/certified in the intended mission. Ensure an instructor is assigned to the crew and properly coded when

unqualified/uncertified or non-current individuals are on the flight authorization. Ensure instructors are properly coded on upgrade/training flights. Aircraft commanders are the last line of defense for ensuring aircrews are current and qualified. The aircraft commander review is especially critical when a crewmember change occurs after the flight-authorizing official signs the flight authorization.

9.3.1.2. Aircrew physical, physiological training, egress training and current Aeronautical Order items IAW AFI11-401 are listed on the “Grounding Currency Reports” in the Go/No-Go book. 40 HS/ARMS review these when preparing the flight authorization.

9.3.1.3. Stan/Eval examination items required for flight from AFI11-202 V2 AFGSC Sup are listed on the “Training Restrictions Browser” in the Go/No-Go book, PEX and the evaluation eligibility spreadsheet posted outside the CCV office. 40 HS/ARMS review these when preparing the flight authorization. 40 HS/CCV, 40 HS/DO and unit schedulers review these during the weekly scheduling meeting.

9.3.1.4. Aircrew DNIF status is included on the “Grounding Currency Reports” and in PEX. 40 HS/ARMS and the supervisor of flying (SOF) update this status daily each morning.

9.4. **Supplementary Evaluations.** 341 OG/OGVH will accomplish supplemental evaluations of the areas listed in AFI11-202V2 paragraph 9.4.7. 341 OG/OGVH will use the checklists provided on the 20 AF Helicopter Sharepoint, and they will provide the 40 HS/CC a Memorandum For Record documenting the findings and potential corrective actions. 341 OG/OGVH will maintain a copy of the memorandum for one year. 341 OG/OGVH will brief the results of supplemental evaluations to the 341 OG/CC during SEBs.

ROBERT W. STANLEY II, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI11-202V1, *Aircrew Training*, 22 Nov 2010

AFI 11-418, *Operations Supervision*, 15 Sep 2011

AFI33-360, *Publications and Forms Management*, 18 May 2006

AFMAN33-363, *Management of Records*, 7 Feb 2013

***Prescribed Forms***

*None*

***Adopted Forms***

AF Form 8, **Certificate of Aircrew Qualification**

AF Form 8a, **Certificate of Aircrew Qualification (Multiple Aircraft)**

AF Form 847, **Recommendation for Change of Publication**

AF Form 942, **Record of Evaluation**

AF Form 1381, **USAF Certification of Air Crew Training**

AF Form 1522, **ARMS Additional Training Accomplishment Report**

AF Form 4068, **H-1 Helicopter Crewmember Flight Evaluation**

AF Form 4324, **Aircraft Assignment/Aircrew Qualification Worksheet**

AF Form 4348, **USAF Aircrew Certifications**